

SUBSTANCE ABUSE / USE POLICY

It is the policy of the Department of Natural Resources and Conservation (DNRC) that motor vehicles and/or aircraft will not be operated “under the influence” as defined in 61-8-401 and 67-1-211, MCA, nor will alcohol and dangerous drugs as defined in Section 50-32-101, MCA, be consumed in DNRC’s vehicles and/or aircraft. DNRC employees, while in a work status or on DNRC property, shall not be in possession of dangerous drugs as per Section 45-9-102, MCA. In addition to penalties employees may be subject to under existing statutes, violations of this policy may result in disciplinary action being taken, up to and including termination of employment.

If the job performance of a department employee indicates impairment or unacceptable job performance by the use of alcohol or other drugs, the appropriate supervisor may suggest professional assistance for the affected employee. The DNRC recognizes substance abuse “Dependency” as a disease. It is the policy of the department to assist employees who abuse alcohol and other drugs to the extent that their job performance is impaired. The department further recognizes that there is a limit to the amount of assistance that can be provided to the affected employee, unless the employee recognizes the disease and is willing to receive the appropriate treatment to correct the problem. If the impairment results in unacceptable job performance or is threatening the safety of the employee or others, the appropriate supervisor must implement the DNRC Discipline Handling Policy and Procedure DNRC 3-0130. The appropriate supervisor must document the impairment and unacceptable job performance, which may be attributable to the consumption of alcohol and other drugs.

This policy does not restrict the consumption of alcohol in a DNRC housing unit by department employees or their guests, who are of legal age as defined in Section 45-5-624, MCA, and have permission of the appropriate supervisor for such housing unit. Appropriate conduct must be maintained by all persons in DNRC housing units. DNRC policies/procedures, state and Federal laws must be adhered to. This policy shall apply to full-time employees, part-time employees, temporary, seasonal, emergency firefighter employees and volunteers. This policy shall be used unless it conflicts with negotiated labor contract provisions, which shall take precedence to the extent applicable.

DNRC Policy #3-0012

DRUG FREE WORKPLACE POLICY

The Department of Natural Resources and Conservation (DNRC) is committed to a drug free workplace. It is the policy of the State of Montana and the DNRC that the unlawful manufacture, distribution, dispensing, possession or use of dangerous drugs as defined in Section 50-32-101 MCA, by any employee in the workplace or in a work status is prohibited. An employee who violates this policy is subject to disciplinary action, up to and including discharge (termination) as provided in the State Discipline Handling Policy, ARM 2.21.6505 and DNRC 3-0130.

This policy shall apply to full-time employees, part-time employees, temporary, seasonal, short term and emergency firefighter employees. This policy shall be used unless it conflicts with negotiated labor contract provisions, which shall take precedence to the extent applicable. This policy is adopted in compliance with the Drug-Free Workplace Act of 1998 (pub.L 100-69, title v subtitle D).

Confirmation of Receipt of Policy

In accordance with the Drug-Free Workplace Act and policy of the Department of Natural Resources and Conservation, I will:

1. Abide by the terms of the Department of Natural Resources and Conservation policy requiring a drug-free workplace, and
2. Notify the agency (appropriate immediate supervisor) of any conviction of a criminal drug statute, which is the result of a violation, which occurred in the workplace. The DNRC must be notified no later than five (5) days after the conviction.

I understand that the DNRC will take the following action within thirty (30) days of receiving notice of conviction from an employee: Take appropriate disciplinary action against the employee, up to and including discharge (termination).

I confirm that I have received a copy of the Department of Natural Resources and Conservation’s Substance Abuse/Use Policy and the Drug Free Workplace Policy and this confirmation form. Your signature indicates that you have received and read:

1. a copy of the DNRC Drug Free Workplace Policy
2. a copy of the DNRC Substance Abuse/Use Policy
3. a copy of this “Confirmation” of Receipt of Policy. Your signature indicates that you understand the policies and the potential ramifications for failure to abide by the policies. Please make a copy of the signed confirmation form for your files and return it to the Department within five (5) days of receipt.

Failure to sign and return this confirmation form may result in disciplinary action up to and including discharge (termination).

Signature of Employee

Date

Headquarters address of employee (Street address, city, county, state, zip code)